

तात्काळ/कालमर्यादा

क्रमांक:- प्रतिनि-१०११/प्र.क्र.१२०/११/१४

सामान्य प्रशासन विभाग,

मंत्रालय, मुंबई-४०० ०३२

दिनांक:- १६.७.२०११

प्रति,

सह/उप सचिव,

सर्व मंत्रालयीन विभाग (आस्थापना),

मंत्रालय, मुंबई-४०० ०३२

**विषय:-** माहिती व प्रसारण मंत्रालय, भारत सरकार, नवी दिल्ली यांच्या अधिपत्याखालील फिल्मस् डिव्हीजन, मुंबई यांचे कार्यालयातील वरिष्ठ प्रशासकीय अधिकारी हे पद प्रतिनियुक्तीने भरण्याबाबत.

महोदय/महोदया,

माहिती व प्रसारण मंत्रालय, भारत सरकार, नवी दिल्ली यांच्या अधिपत्याखालील फिल्मस् डिव्हीजन, मुंबई यांचे कार्यालयातील वरिष्ठ प्रशासकीय अधिकारी हे पद रु. १५६००-३९१०० ग्रेड पे रु. ६६००/- या वेतनश्रेणीतील पद मंत्रालयीन संवर्गातील आवश्यक अर्हता पूर्ण करणा-या अवर सचिव किंवा कक्ष अधिकाऱ्यांमधून प्रतिनियुक्तीने भरावयाचे आहे. माहिती व प्रसारण मंत्रालयाच्या दि.३१.५.२०११ च्या परिपत्रकाची व Annexure ची प्रत महाराष्ट्र शासनाच्या [www.maharashtra.gov.in](http://www.maharashtra.gov.in) या वेबसाईटवर प्रसिध्द करण्यात आली असून त्याचा संगणक संकेतांक २०११०७१२११३७१९००१ असा आहे.

२. तेव्हा सर्व मंत्रालयीन विभागांना विनंती करण्यात येते की, उपरोक्त पदावर प्रतिनियुक्तीने जाण्याकरिता इच्छुक असलेल्या व परिपत्रकामध्ये नमूद केलेली शैक्षणिक अर्हता धारण करित असलेल्या आपल्या विभागातील अवर सचिवांची/कक्ष अधिकाऱ्यांची नावे त्यांच्या मागील पाच वर्षांच्या अवर सचिवांपेक्षा कमी दर्जा नसलेल्या अधिकाऱ्यांनी साक्षात्कीत केलेल्या गोपनीय अहवालांसह पत्रासोबत जोडलेल्या Annexur मधील नमुन्यात वैयक्तिक माहिती (Bio-Data) व विभागीय चौकशी चौकशीचे प्रमाणपत्र इ. बाबतच्या माहितीसह या विभागाकडे दिनांक २९.७.२०११ पर्यंत निश्चितपणे प्राप्त होतील अशा रितीने कृपया पाठवावीत. तसेच इच्छुक अधिकाऱ्यांची प्रतिनियुक्तीसाठी निवड झाल्यास त्यांना संबंधित विभाग कार्यमुक्त करेल किंवा कसे याबाबतही कृपया अभिप्राय द्यावेत. आपल्या विभागातून प्रतिनियुक्तीसाठी कोणीही अवर सचिव इच्छुक नसल्यास निरंक असेही कृपया कळविण्यात यावे. एकदा निवड झालेल्या अधिकाऱ्याला त्याचे नाव मागे घेता येणार नाही.

आपला,



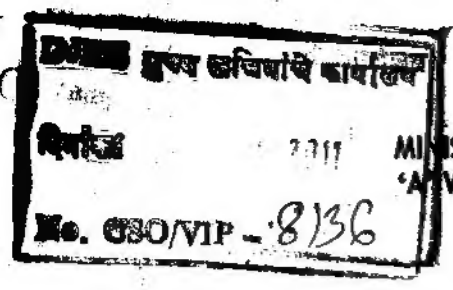
(जहांगिर खान)

कक्ष अधिकारी, महाराष्ट्र शासन

सहपत्र- वरील प्रमाणे

सुनिनी १००१ ७३८११  
२७६११)

१५



No. A-12025/02/2011-F(A)  
GOVERNMENT OF INDIA  
MINISTRY OF INFORMATION & BROADCASTING  
Wing Shastri Bhawan, New Delhi - 110115  
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Dated: 31<sup>st</sup> May, 2011.

To  
Chief Secretary,  
State Governments / Union Territories

**Subject: Filling up of the post of Senior Administrative Officer in Films Division, Mumbai.**

Sir,

I am directed to say that it is proposed to fill up two posts of Administrative Officer (re-designated as Senior Administrative Officer) in the pay scale of Rs.3000-100-3500-125-4500 (pre-revised) i.e. in the Pay Band of Rs.15600-39100 with Grade Pay of Rs. 6600/- in the Films Division, Mumbai in the revised pay, on deputation (including short-term contract) from amongst the Officers under the Central/State Government/Public Sector Undertakings/Autonomous Bodies/Statutory Organizations etc:

- (a) (i) holding analogous posts on regular basis; or
- (ii) with 5 years regular service in post in the Pay Scale of Rs.2200-4000 (pre-revised) i.e. in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 5400/- (PB-2) as per revised pay or equivalent; or
- (iii) with 8 years regular service in post in the Pay Scale of Rs.2000-3500 (pre-revised) in the Pay Band of Rs.9300-34800 with Grade Pay of Rs. 4600/- as per revised pay or equivalent; and
- (b) having experience in administration, establishment and accounts matters.

The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed 3 years.

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25/11/11  
9398/21-11  
9-11-2011  
21/11/11

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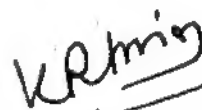
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The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date for receipt of applications.

2. The pay and allowances of the officer selected will be regulated in accordance with the Department of Personnel and Training's O.M.No.2/29/91-Estt (Pay-II) dated the 5<sup>th</sup> January, 1994 as amended from time to time.

3. It is requested that the applications of the officers who are eligible and can be spared immediately in the event of their selection may be sent to this Ministry (in duplicate) in the proforma at Annexure, addressed to Deputy Secretary (Films), Ministry of Information & Broadcasting, Room No.655, A-Wing, Shastri Bhavan, New Delhi alongwith their bio-data and up-to-date Confidential Reports/APARs of last five years within 45 days from the date of publication of this advertisement in the Employment News. While forwarding the applications, it is requested also to furnish an Integrity Certificate in respect of the officers in addition to Vigilance Clearance and also a certificate to the effect that no major/minor penalty was imposed on the officer during last 10 years. No application will be entertained which is found incomplete or received after the last date of submission and/or which has been forwarded without complete and up-to-date character rolls, vigilance clearance and other documents duly verified by an officer not below the rank of Under Secretary to the Government of India.

Yours faithfully,



(K. Ramakrishnan)

Deputy Secretary to the Govt. of India

Tele: 011-2307 3775

**Copy to:**

1. All Ministries/Departments of the Government of India, with the request that the vacancies may kindly be circulated among the eligible officers in the Ministry/Department including Public Sector Undertakings, Statutory or Autonomous Organizations etc. under their control.
2. University Grants Commission, Bahadurshah Zafar Marg, New Delhi Marg, New Delhi with the request to circulate the vacancy among the eligible officers.
3. All Media Units of the Ministry of Information & Broadcasting with the request that the vacancy may be circulated among the eligible officers.

- 3-
4. Bureau of Public Enterprises, Block No.14, CGO Complex, Lodhi Road, New Delhi-3 with the request to circulate the vacancy among the eligible officers in the Public Sector Undertakings.
  5. The Director General, Films Division, 24-Dr.G.Deshmukh Marg, Mumbai-26
  6. The Director General, DAVP, Sookna Bhawan, CGO Complex, New Delhi for publication in the Employment News (English and Hindi version). Six (6) copies of the Employment News in which the advertisement is published may be sent to this Ministry.
  7. The Chief Editor, Employment News, East Block IV, Level 5-7, R.K.Puram, New Delhi-110 066 with the request that this may be published in the Employment News at the earliest.
  8. The Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
  9. All Desk Officers/Section Officers in the Ministry of I & B
  10. Spare copies

*K. Ramakrishnan*

(K. Ramakrishnan)

Deputy Secretary to the Govt. of India

**BIO-DATA PROFORMA**

**APPLICATION FOR THE POST OF SENIOR ADMINISTRATIVE OFFICER, FILMS  
DIVISION, MUMBAI (ASUBORDINATE OFFICE OF THE MINISTRY OF  
INFORMATION AND BROADCASTING).**

1. Name and address in block letters :
2. Date of Birth (in Christian Era) :
3. Date of retirement under Central/State  
Govt. Rules
4. Educational Qualifications :
5. Whether Educational and other qualifications  
required for the post are satisfied. (If any  
qualification has been treated as equivalent  
to the one prescribed in the rules, state the  
authority for the same).

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Qualifications/ Experience required

Qualifications/ Experience  
possessed by the officer

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6. Please state clearly whether in the light  
of entries made by you above, you meet  
the requirement of the post

- 2-
7. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Sr.No.	Office/Institution/Organization	Post held	From	to	Scale of Pay & Basic Pay	Nature of Duties (in detail)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

8. Nature of present employment, i.e., ad-hoc or temporary or permanent.
9. In case the present employment is held on deputation/contract basis, please state:-
- (a) The date of initial appointment.
  - (b) Period of appointment on deputation/contract.
  - (c) Name of the parent office/organization to which you belong.
10. Additional details about present employment. Please State whether working under (indicate the name of your employer against the relevant entry):
- (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Govt. Undertaking
  - (e) Universities
  - (f) Others

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11. Are you in Revised Scale of Pay ? If yes, give the :  
Date from which the revision took place and also  
Indicate the pre-revised scale.

12. Total emoluments per month now drawn :

13. Additional information, if any, which  
you would like to mention in support of  
your suitability for the post. Enclose a  
separate sheet, if the space is insufficient.

14. Whether belongs to SC/ST ? :

15. Remarks.

I have carefully gone through the vacancy circular/advertisement and I am well aware  
that the bio-data duly supported by documents submitted by me will also be assessed  
by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address

Date

Countersigned

.....  
.....

(Employer with Seal)